



Registration & Events Coordinator

Organization: Volleyball Canada
Supervisors: Director- Domestic Events, Manager-Internal IT
Location: Ottawa, Ontario
Type of Position: Full-time

Nature of Work:

Volleyball Canada is a not-for-profit that provides leadership and oversees the development of volleyball in Canada.

This bilingual position is a first point of contact in the main office and is responsible for communicating information regarding programming and events. Strong communication and interpersonal skills, and a positive attitude are a definite asset. Work will be completed independently with general supervision. Some travel and weekend work will be required.

Volleyball Canada hosts indoor national championships on an annual basis. This position will play an integral role in the planning and execution of the National Championships while independently managing various projects relating to the events.

Event Coordination:

- In conjunction with all Domestic Competitions staff, be part of planning, setup, execution and post event follow up of all indoor & beach events
- Manage the collection and verification of all rosters and ensure they are properly uploaded into the competition management system.
- Oversee the preparation and management of the competition management software leading up to and during Nationals.
- Coordinate the preparation and oversee the proper implementation of coach check-in.
- Contribute to the development of seeding and the implementation of it onsite.
- Assist the Domestic Competitions Director with the planning of competition courts for all indoor Nationals.
- Assist in the set-up, execution, and tear-down at one or multiple events.
- Post event reporting as required
- Assist as required with coordinating social media and communications

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Administration:

- Ongoing day-to-day operations of the Volleyball Registration Systems (VRS).
- Assist with planning and execution of the system migration process from the current systems to the new system
- Communications with all system users – Provincial Associations, clubs, referees etc., as directed by Senior staff
- Provides thorough documentation of project developments, track and report any system errors
- Act as a source of information to various members of the Association and to the volleyball community in general regarding the VRS
- Work with the service provider to train all staff and key stakeholders on administrative functions of the VRS
- In conjunction with VC's Technology consultants, and the Manager of Internal IT, assist with the implementation of I.T service level agreement, and act as a resource to staff and P/TA partners

Other Duties:

- Assisting with the day-to day operations of the National office (shipping & receiving, website maintenance, meetings etc.)
- Other duties as required by Volleyball Canada

Qualifications/Expertise:

- . Bilingualism (French/English) is required
- Undergraduate degree or equivalent experience in sport management, recreation, business or a related discipline.
- Excellent interpersonal skills with the ability to communicate verbally and in writing with staff, athletes, volunteers, suppliers and the public in a pleasant and professional manner
- Demonstrated expertise in Microsoft Office is required.
- The ability to work independently demonstrating good judgment, analytical, negotiation and business skills in a fast-paced environment.
- Strong organizational and time management skills with the ability to set priorities, multi-task and meet deadlines.
- A positive attitude and an outgoing personality.
- Valid Canadian Driver's License
- Knowledge of Volleyball/sport programming is an asset

Please send your detailed resume and cover letter attention to Sandra de Graaff at competitons@volleyball.ca.

Application deadline is Monday, November 22th 2018(11:59 EST).

Only those candidates selected for an interview will be contacted.

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